

CAP Petition to REGISTER AFTER CLEARANCE OF FINANCIAL HOLD

Instructions:

- Provide all Student, Registration, Academic Advisor, and Instructor Information requested (pages 1-4).
- Print your statement in the Student Statement box below. Sign and date your statement.
- Ask your Academic Advisor to write a brief statement in the box on page 2. Have your advisor sign and date her or his statement.
- Ask a Student Accounts Officer (11-120) to sign and date the Financial Clearance statement on page 2.
- Ask the instructor of each of the subjects you have been attending to write a brief signed and dated statement in a box on page 3.
- Statements may be attached as separate sheets or emailed to cap@mit.edu.
- Submit the completed petition to the CAP Administrator in 7-104.
- Note: If your petition is approved, the Registrar's Office will add a \$100 late fee to your MITPAY account.

Student Information

Last Name		First Name			Middle Initial	MIT ID
Major Department	Year in School	MIT Email Address	Campus Address			Telephone

Registration Information

Term in which to Register Late	Proposed Total Number of Units	Subjects to be Taken								
		Subject #1	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #2	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #3	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener
		Subject #4	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #5	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener	Subject #6	Units	<input type="checkbox"/> Grades <input type="checkbox"/> P/D/F <input type="checkbox"/> Listener

Student Statement (Attach an additional sheet if necessary.)

Please answer the following questions. What are your educational reasons for seeking to register after the deadline? What evidence indicates your ability to complete this term successfully?

Signature of Student

Date

Instructor Statement, Subject #1 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructor Statement, Subject #2 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructor Statement, Subject #3 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructor Statement, Subject #4 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructor Statement, Subject #5 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructor Statement, Subject #6 (may also be emailed to cap-help@mit.edu)

Subject Number	Instructor Name	Room	Email Address
<p>Please answer the following questions. When did this student begin attending class and submitting work? To what degree do you support this student's request to register after the deadline?</p>			
<p>_____</p>			<p>_____</p>
<p>Signature</p>			<p>Date</p>

Instructions:

- If you are submitting this petition after Drop Date (tenth week of the term), you must also obtain brief signed and dated statements from the instructor of each pre-registered subject for which you do not want to register .
- Statements may be attached as separate sheets or emailed to cap@mit.edu.

Instructor Statement, Pre-Registered Subject #1 (may also be emailed to cap@mit.edu)

<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>
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Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student's request to register after the deadline?

Signature

Date

Instructor Statement, Pre-Registered Subject #2 (may also be emailed to cap@mit.edu)

<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>
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Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student's request to register after the deadline?

Signature

Date

Instructor Statement, Pre-Registered Subject #3 (may also be emailed to cap@mit.edu)

<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>
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Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student's request to register after the deadline?

Signature

Date

Instructor Statement, Pre-Registered Subject #4 (may also be emailed to cap@mit.edu)

<i>Subject Number</i>	<i>Instructor Name</i>	<i>Room</i>	<i>Email Address</i>
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Please answer the following questions. Has this student attended class or submitted work at any point during this term? If so, when did this student stop participating in your subject? To what degree do you support this student's request to register after the deadline?

Signature

Date

For Office Use Only – Do Not Write Below This Line

CAP Date Stamp

<i>Petition Number</i>	<i>Date Petition is Complete</i>	<i>Previous Neglect</i>
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Petition Review

<i>Date</i>	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with Neglect <input type="checkbox"/> Denied	<input type="checkbox"/> By Chair <input type="checkbox"/> By Committee	<i>Staff Initials</i>
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